

TM-4 APPROVER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

APPROVE A VOUCHER FROM AN AUTHORIZATION

This document covers the steps to approve a voucher from an authorization.

Trip Information

Traveler is not authorized as a cardholder.

Lodging includes actual costs that are higher than the Per Diem allocation.

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A. REVIEW DOCUMENTS

The approver will receive an e-mail message that a document needs attention in the Travel Manager system. The e-mail will contain the name of the document and Traveler.

NOTE

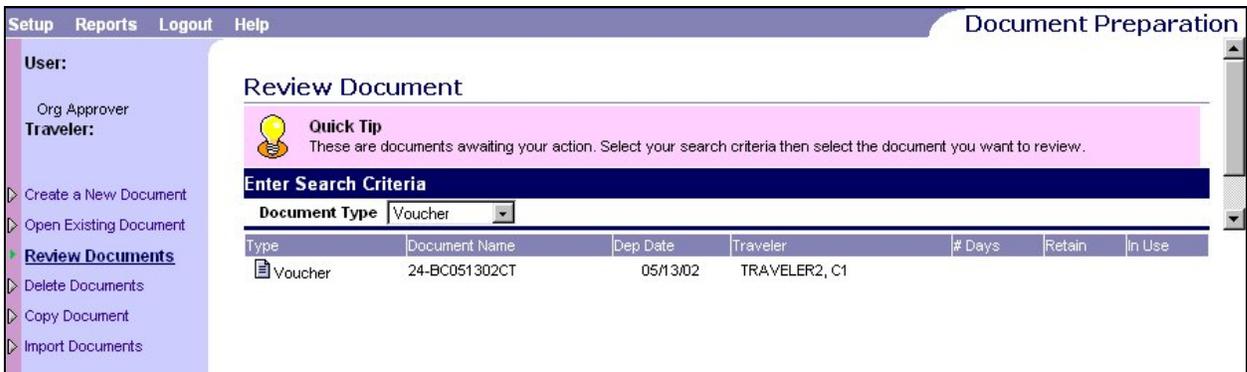
Approval path is by funding organization, the Approver and Traveler may receive requests for documents and travelers from other organizations.

The approver logs onto the Travel Manager system. The following page will be displayed. Make sure your name is displayed in the top left hand corner under the word **User:**.

1. Click the **Review Documents** link on the Document Processing Toolbar on the left side of the page.



2. The **Review Document** page is displayed with a list of all documents that need to be reviewed.

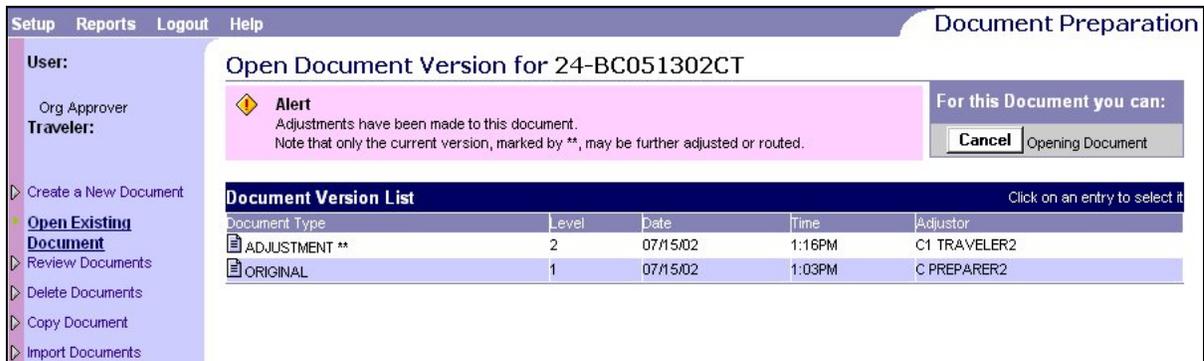


- The type of document to approve can be specified by making the appropriate selection in the **Document Type** drop down list. Only documents of that type will be displayed for review. “All” is the Document Type default.

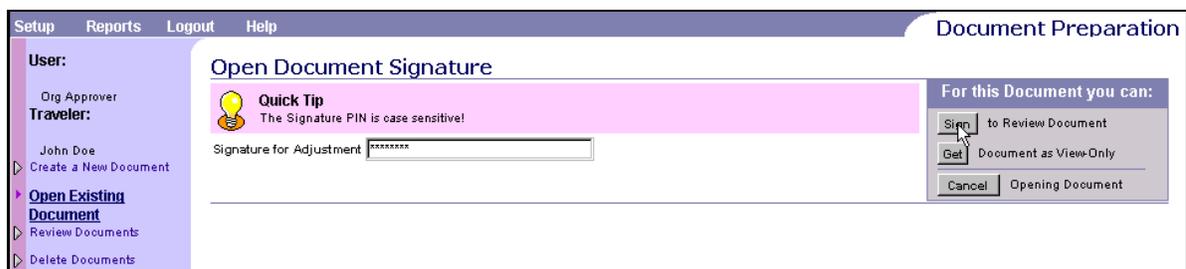
NOTE

All documents are listed in order by departure date. The departure dates are displayed in reverse chronological order by document type.

- Click the **Open Document** icon  next to the Voucher Document Name listed.
- If the document has been adjusted the **Open Document Version** page will be displayed. The most current version of the document will be marked with a double asterisk (**). Click on the document icon next to the most current **Adjustment**** under the Document Version List.



- The **Open Signature** page will be displayed for the document selected.



- The document can be opened for adjustment/signing by entering the signature of the user opening the document or it can be viewed without adjustment by clicking the .

Document as View Only button in the ‘For this Document you can:’ area in the top right. (No signature is required for view only.)

8. Enter the Signature PIN in **the Signature for Adjustment** field.

9. Click the **Sign** to **Review Document** button in the ‘For this Document you can:’ area in the top right.

B. DOCUMENT SUMMARY

1. The **Document Summary for Adjustment to Voucher** page is displayed for the selected document.

Document Summary for Adjustment to Voucher 24-BC051302CT

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

For this Document you can:
 Document
 Adjustments
 Entering Document
 Current Document

Document Summary

- Trip Number
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Trip Number 1
Travel Authorization Number 24-AA200022
Traveler Details 240-00-0103 , C1 TRAVELER2

Purpose Description 5 Days TM training in Wash, DC & Annapolis, MD.
Itinerary Details WASHINGTON,DC 05/13/02 - 05/15/02
 ANNAPOLIS,MD 05/15/02 - 05/16/02
 WASHINGTON,DC 05/16/02 - 05/17/02

Ticketed Trans Details \$400.00

Expense Details
Expense Summary

| Edit | Delete | Date | Expense | Amount |
|------|--------|------------|------------|----------------------|
| | | 05/17/2002 | RENTAL CAR | 160.00 |
| | | | | Total: 160.00 |

Lodging/M&IE Details \$203.00

Accounting Details
Accounting Summary

| Label | Amount |
|----------------------|--------|
| 24-AA2-09200000 | 763.00 |
| Total: 763.00 | |

Totals Details
Totals Summary

| Disbursement Type | Amount |
|---------------------------|--------|
| Amount Claimed | 763.00 |
| Non-Reimbursable Expenses | 0.00 |
| Advance Applied | 0.00 |
| Pay To Charge Card | 0.00 |
| Pay To Traveler | 763.00 |

Enter Comments Voucher due 5 days after completion of your trip

Document Status
 Document Status: ADJUSTED Awaiting: Org Approver
 Stamp Without Adj

Status To Apply: MGT REVIEWED Signature PIN: Remarks:

2. The **Document Summary for Adjustment to Voucher** page summarizes the information on the travel voucher. Use the scroll bar on the right to view the information at the bottom of the page. All of the information entered can be viewed from this page by selecting the appropriate detail link. To return to this page after viewing any other page, click on the **Document Summary** link on the Document Processing Toolbar on the left side of the page.

C. DOCUMENT STATUS

1. Click on the **Document Status** link on the Document Processing Toolbar on the left side of the page. The **Status** page will be displayed.

The screenshot displays the 'Document Status' page for document 24-BC051302CT. The interface includes a top navigation bar with 'Setup', 'Reports', 'Logout', and 'Help'. A left sidebar contains a navigation menu with options like 'Document Summary', 'Trip Number', 'Traveler', 'Itinerary', 'Ticketed Trans', 'Expenses', 'Lodging/M&IE', 'Accounting', 'Totals', 'Comments', 'Document Status', 'Perform Pre-Audits', 'Preview Document', 'Export Document', and 'Close Document'. The main content area is titled 'Status for 24-BC051302CT' and features a 'Quick Tip' about signature PINs, a 'Status to Apply' dropdown menu (currently set to 'MGT REVIEWED'), a 'Signature PIN' input field, and a 'Remarks' text area. A 'Stamp Document Without Adjustment' button is also present. On the right, a 'For this Document you can:' section offers 'Stamp and Submit Document', 'Adjustments Go To Adjustments', 'Back', and 'Continue' options. Below these are two tables: 'Document Routing' and 'Document History'.

| Name | Status | Level |
|-------------------|--------------|-------|
| Org Approver | MGT REVIEWED | 10 |
| Travel OfficeDesk | AUDIT | 20 |
| Travel OfficeFinl | DISBURSE | 30 |

| Date/Time | Status | Name | Remarks |
|---------------------|----------|--------------|---------|
| 07/15/02 1:03PM EST | CREATED | C PREPARER2 | |
| 07/15/02 1:11PM EST | SIGNED | C PREPARER2 | |
| 07/15/02 1:16PM EST | SIGNED | C1 TRAVELER2 | |
| 07/15/02 1:16PM EST | ADJUSTED | C1 TRAVELER2 | |
| 07/30/02 2:30PM EST | ADJUSTED | Org Approver | |

2. For the approvers that have multiple signing values, check the default status value in the **Status to Apply** pull down list.
3. Check any remarks entered in the **Document History** area on the **Status** page for prior comments made by approvers or reviewers.

D. ITINERARY

1. Click on the **Itinerary** link, on the Document Processing Toolbar on the left side of the page, to view the Itinerary for the trip. The **Itinerary Information** page will be displayed.

Itinerary Information for 24-BC051302CT

Quick Tip
The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your itinerary before continuing.

Trip Information

Travel Authorization Number: 24-AA200022
 Purpose: TRAINING
 Description: 5 days TM training in Wash, DC & Annapolis,
 Auth Date: 07/15/2002
 Type: SINGLE
 Trip No: 1

Departure and Return Information

Begin Travel: 05/13/2002
 End Travel: 05/17/2002
 Trip Duration: Multiple days
 Comments: Voucher due 5 days after completion of your trip

Per Diem Locations

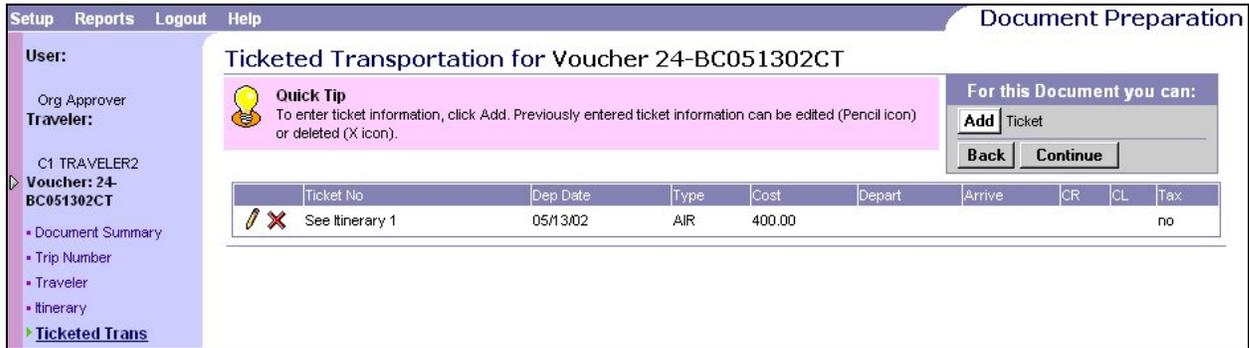
Replace ALL lodging and M&IE information on this document. Add Location

| Edit/Delete | Arrival Date | Location | Departure Date |
|-------------|--------------|---------------|----------------|
| | 05/13/02 | WASHINGTON,DC | 05/15/02 |
| | 05/15/02 | ANNAPOLIS,MD | 05/16/02 |
| | 05/16/02 | WASHINGTON,DC | 05/17/02 |

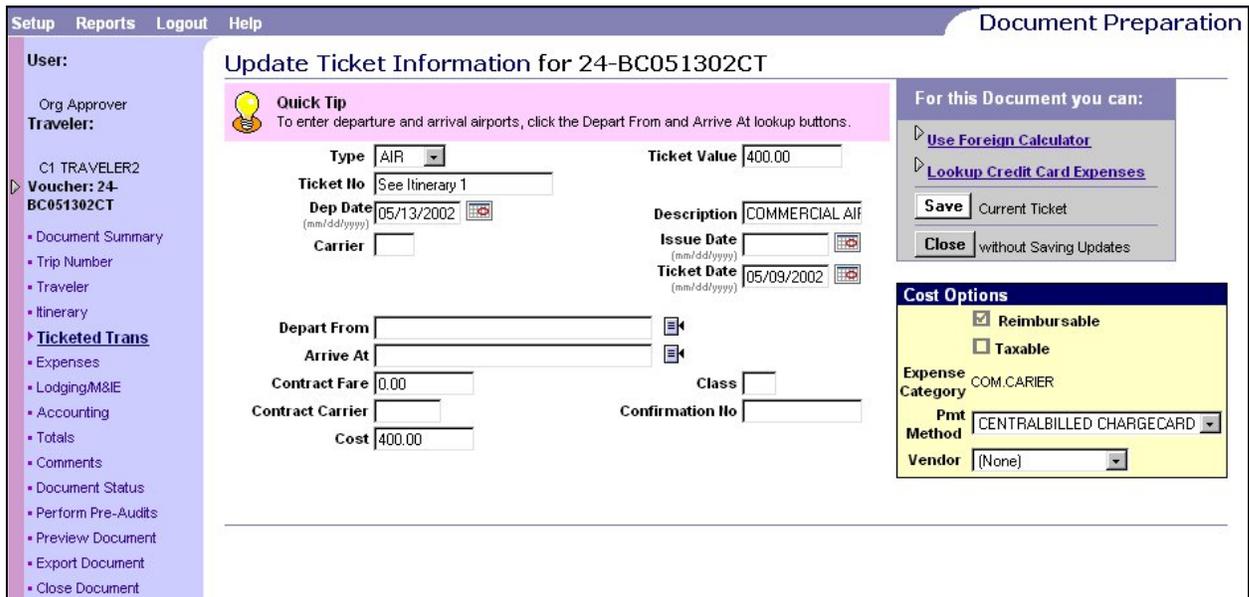
2. Check for any additional comments that may affect approval of the document.

E. TICKETED TRANSPORTATION

1. Click the **Ticketed Trans** link, on the Document Processing Toolbar on the left side of the page, to review travel modes. The **Ticketed Transportation** page is displayed.

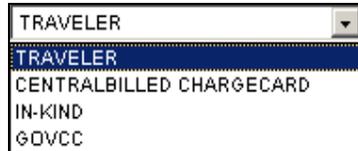


2. Click on the **Pencil** icon  next to the **Ticket No** to view the information for the desired record.
3. The **Update Ticket Transportation** page will be displayed. Be sure to check departure dates.



4. The **Cost Options** section will be displayed in the lower right corner of the page.

5. Verify the **Pmt Method** for the traveler's status is correct.
 - a. **TRAVELER** is the default reimbursable payment type, in the **Pmt Method** pull down list.
 - b. The **TRAVELER** payment method is reimbursable to the Traveler.
 - c. If any other payment type is selected, the expense cost will not be reimbursable to the Traveler.



6. If changes were made in the **Update Ticket** page, click the **Save** **Current Ticket** button in the 'For this Document you can:' area in the top right. The **Ticketed Transportation** page will be displayed again.

F. EXPENSES

1. Click on the **Expenses** link on the Document Processing Toolbar on the left side of the page. The **Expense Entry** page will be displayed. Be sure to check dates for each expense.

Expense Entry for 24-BC051302CT

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date 05/17/2002

Expense Type [Dropdown]

Expense Description RENTAL CAR

Miles Traveled [Input]

Rate Selection [Dropdown]

Rate [Input]

Cost 160.00

Comments [Text Area]

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save Current Expense

Done Entering Expenses

Back **Continue**

Copy Through Date [Input]

Cost Options

- Reimbursable
- Taxable

Expense Category RENTAL CAR

Pmt Method TRAVELER

Vendor [Dropdown]

| Action | Date | Expense | Amount |
|--------|------------|------------|----------------------|
| | 05/17/2002 | RENTAL CAR | 160.00 |
| | | | Total: 160.00 |

2. Click on any **Pencil** icon to view the detail information for any expense.
3. Check that all expenses are reasonable and allowed by regulation.
4. The **Cost Options** area will be displayed on the middle right of the page.
5. Verify the **Pmt Method** for the traveler's status.

NOTE

*The Use **Quick Expense** link, in the 'For this Document you can:' area in the top right, is used only to add expenses, do not use to make changes.*

6. If changes were made, click  **Current Expenses** button in the 'For this Document you can:' area in the top right.

G. LODGING/M&IE

1. Click the **Lodging/M&IE** link on the Document Processing Toolbar on the left side of the page. The **Lodging & M&IE** page will be displayed.

Lodging/M&IE for 24-BC051302CT

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Delete All Lodging and M&IE expenses
Back Continue

| Date | Delete | Replicate | Ldg Cost | Ldg Allowed | M & IE Allowed | Per Diem Rate | Special | B | L | D | Conf % |
|----------|--------|-----------|----------|-------------|----------------|---------------|---------|---|---|---|--------|
| 05/13/02 | | | 0.00 | 0.00 | 34.50 | 150 / 46 | | | | | |
| 05/14/02 | | | 0.00 | 0.00 | 46.00 | 150 / 46 | | | | | |
| 05/15/02 | | | 0.00 | 0.00 | 42.00 | 90 / 42 | | | | | |
| 05/16/02 | | | 0.00 | 0.00 | 46.00 | 150 / 46 | | | | | |
| 05/17/02 | | | 0.00 | 0.00 | 34.50 | 150 / 46 | | | | | |

2. If a value exists in any column after the **Per Diem Rate** column, modifications have been made to the Lodging and/or M&IE for that date. Click on the **Pencil** icon next to the specific date in the **Date** field to view the information for the desired record. The **Update Lodging and M&IE Expenses** page will be displayed.

Update Lodging and M&IE Expenses for 24-BC051302CT (05/14/02)

Quick Tip
For this lodging day, you can edit specific actuals, leave data, meals provided status, lodging amount, and if desired apply these changes forward using the apply through tool.

For this document you can:
Previous Next Expense
Save Expense Changes
Override Lodging and M&IE
Close Without Saving Changes

Lodging
Per Diem Rate: 150 / 46
Lodging: 5,000.00 Options

Conference Allowance
 Conference Allowance Conf Info
Conference Rate:

Actuals
 Lodging Limit: 0.00
 Meals
Breakfast: 0.00
Lunch: 0.00
Dinner: 0.00
Incidentals: 0.00

Leave Data
 None
 Annual
 Other
Hours: 0

Meals Provided
 Breakfast
 Lunch
 Dinner

Apply Through Date:
05/14/02

3. Review any expenses to verify costs from the **Update Lodging and M&IE Expenses** page.
4. Review annual leave data to verify that DFRC's annual leave rule (1 day of leave per day of TDY) is adhered to.
5. Click the  **Without Saving Changes** button, in the 'For this Document you can:' area in the top right, to exit the page. The **Lodging/M&IE** page will be displayed.

H. ACCOUNTING

1. Click the **Accounting** link, on the Document Processing Toolbar on the left side of the page to view the detail accounting information. The **Available Accounting Codes** page will be displayed.

Available Accounting Codes for 24-BC051302CT

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
Add New Accounting Code
Back Continue

Enter Search Criteria
Accounting Code Search Retrieve

Master Accounting Codes Click Accounting Label to add to Document
Prev 10 Next 10

| Organization | Label | Classification Code |
|--------------|-----------------|-------------------------------|
| 24-AA | 24-AA2-09200000 | 0920000...24.2.8.00.AA.000 |
| 24-AA | 24-AA2-09225TRN | 0920025.03...24.2.7.00.AA.TRN |
| 24-AA | 24-AA2-71035000 | 7103500...24.2.8.00.AA.000 |

Accounting Codes for 24-BC051302CT Click an item to edit/delete it

| Organization | Label | Classification Code | Extended Code |
|--------------|-----------------|--------------------------------------|---------------|
| 24-AA | 24-AA2-09200000 | 09200000.08.2128.GH.24.2.8.00.AA.000 | Extended |

2. Review all accounting information to ensure proper funding.

Label 24-CC2-09200000
Organization 24-CC

Accounting Codes

| | | | | | |
|------------|--------------|---------|--------------|-----|--|
| UPN SYS SS | Program Code | 0920000 | Program Year | 2 | Single digit fiscal year |
| | Function | | Fund Source | 8 | Fund Source (FS) Travel is always "6" or "8" Note: Training fees are always "5" or "7" |
| | Object Class | | Meth of Auth | 00 | Meth of Auth (MA) "00" for baseline travel dollars, "9x" for reimbursable travel |
| | Reimbrs Code | | Org Code | CC | Sponsoring Org (SO) |
| | Center ID | 24 | Part 10 | 000 | Sub Rad (SRAD) |
| | | | | | Enter FC (Function Code) Note: Always "03" for training dollars |

Enter OC (Object Class)
212X for UPN's 091/092
Otherwise, 211X or 213X for all other UPN/s

Dryden's center ID is 24

Enter the IC (Item Code) in the Reimbrs field.

I. TOTALS

1. Click on the **Totals** link on the Document Processing Toolbar on the left side of the page.
2. The **Total Details** page shows Total Charges, Net to Traveler, and an Itemized Detail of the expense category.

Total Details for 24-BC051302CT

Quick Tip
If necessary, enter changes and click OK.

For this Document you can:
 New Totals for Document

Total Expenses: 913.00
Non-reimbursable Expenses: 0.00
Total Amount Claimed: 913.00

Gov't Advance Outstanding: 0.00
Gov't Advance Applied: 0.00 0.00

Net to Traveler: 913.00
 (Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00
Add'l Gov't Charge Card Payment:

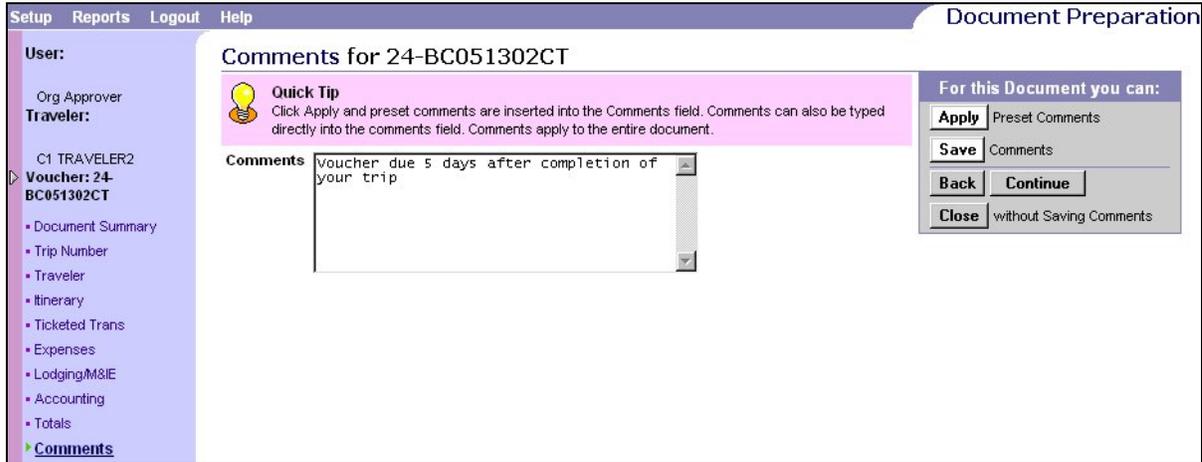
Total Gov't Charge Card Amount: 0.00
Pay to Gov't Charge Card: 0.00
Pay to Traveler: 913.00

| Trip | Expense Category | Organization | Account Label | Amount |
|------|------------------|--------------|-----------------|--------|
| 1 | COM.CARRIER | 24-AA | 24-AA2-09200000 | 400.00 |
| 1 | LODGING | 24-AA | 24-AA2-09200000 | 150.00 |
| 1 | M&IE | 24-AA | 24-AA2-09200000 | 203.00 |
| 1 | RENTAL CAR | 24-AA | 24-AA2-09200000 | 160.00 |

3. The **Expense Category Details** area is displayed at the bottom. Review the detail of all of the expense categories.

J. COMMENTS

1. Click the **Comments** link, under the Document Processing Toolbar on the left side of the page, to view the same comments in a larger view. The following **Comments** page will be displayed.



NOTE

Clicking the Apply Preset Comments icon in the 'For this Document you can;' area will override any comments in the comments box. Recommend that it not be used.

K. PERFORM PRE-AUDITS

1. Click the **Perform Pre-Audits** link on the Document Processing Toolbar on the left side of the page. The **Pre-Audit Results** page will be displayed.

The screenshot shows the 'Pre-Audit Results' page for document 24-BC051302CT. The page includes a sidebar with navigation options like 'Document Summary', 'Trip Number', 'Traveler', etc., and a main content area with a 'Quick Tip' and a table of audit results.

| Audit Process | Status | Comments |
|----------------------|--------|----------|
| ACCT CODES AUTHRZED | PASS | |
| ACTUAL MULTIPLIER | PASS | |
| ACTUALS EXIST | PASS | |
| APPLIED ADVANCE | PASS | |
| APPROVAL BY TRAVELR1 | PASS | |
| APPROVED BY TRAVELR2 | PASS | |
| APPROVED BY TRAVELR3 | PASS | |
| AUTHORIZATION EXIST | PASS | |
| CONFERENCE ALLOWANCE | PASS | |
| COST COMPARISON | PASS | |
| COST LESS COM. CARR | PASS | |
| DAILY EXPENSE THRESH | PASS | |
| DFLT PMT METHOD USED | PASS | |
| EXP CAT % VARIANCE | PASS | |
| EXP CATEGORY USED | PASS | |
| EXP CATEGORY USED1 | PASS | |
| EXP CATEGORY USED2 | PASS | |
| EXPENSE CATEGORIES | PASS | |
| LAUNDRY/DRY CLEANING | PASS | |
| LEAVE AUTHORIZED | PASS | |
| LEAVE EXISTS | PASS | |
| MILITARY PERSONNEL | PASS | |
| OTHER EXPENSES | PASS | |

2. If any audit fails, the word 'FAIL' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the approver has checked the audit. Click the **Close Pre-Audit Results** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will be displayed.

NOTE

*Although, in most cases a "FAIL" in the **Status** column is actually a warning, there are certain circumstances whereby an amendment to the Travel Authorization must be accomplished. These include:*

Account Codes Authorized – Accounting Not Authorized

Actuals Exist – Actuals Exist

Expense Category Used – Registration Fee

L. DOCUMENT SUMMARY

1. To Print a Document.
 - a. Click on the **Preview Document** link on the Document Processing Toolbar on the left side of the page.
 - b. The browser will launch a new window over the existing window. The travel document may be reviewed on the screen or printed.
 - c. Use the browser and/or reader **Print** button to print a paper copy of the travel document if desired.
 - d. Close the print preview window. The **Document Summary** page will still be displayed.

2. The **Document Status** area for stamping the document is located at the bottom of the **Document Summary** page.

The screenshot displays the 'Document Summary' page for voucher 24-BC051302CT. The interface includes a top navigation bar with 'Setup', 'Reports', 'Logout', and 'Help'. A left-hand navigation pane lists various document-related actions. The main content area is titled 'Document Summary for Voucher 24-BC051302CT' and contains several sections:

- Quick Tip:** For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.
- Trip Number 1:** Travel Authorization Number 24-AA200022, Traveler Details 240-00-0103, C1 TRAVELER2.
- Purpose Description:** 5 Days TM training in Wash, DC & Annapolis, MD.
- Itinerary Details:** WASHINGTON,DC 05/13/02 - 05/15/02, ANNAPOLIS,MD 05/15/02 - 05/16/02, WASHINGTON,DC 05/16/02 - 05/17/02.
- Ticketed Trans Details:** \$400.00
- Expense Summary Table:**

| Edit | Delete | Date | Expense | Amount |
|------|--------|------------|------------|----------------------|
| | | 05/17/2002 | RENTAL CAR | 160.00 |
| | | | | Total: 160.00 |
- Lodging M&IE Details:** \$353.00
- Accounting Summary Table:**

| Label | Amount |
|----------------------|--------|
| 24-AA2-09200000 | 913.00 |
| Total: 913.00 | |
- Totals Summary Table:**

| Disbursement Type | Amount |
|---------------------------|--------|
| Amount Claimed | 913.00 |
| Non-Reimbursable Expenses | 0.00 |
| Advance Applied | 0.00 |
| Pay To Charge Card | 0.00 |
| Pay To Traveler | 913.00 |
- Document Status:** Voucher due 5 days after completion of your trip. Includes a 'Document Status' section with a 'Stamp and Route' button and a table for status application.

3. If the document is approved, stamp the document using the default value.
4. If the document is disapproved, click on the **Status to Apply** pull down list and select “**RETURN**”. The document will be returned to the preparer for adjustments or cancellation.



Definitions of the Status to Apply labels

| Status to Apply Label | Definition | Used by |
|-----------------------|--|---|
| APPROVED | Final, traveler is authorized | Last Approver in routing list – Finance Office Only |
| CANCEL | Document is cancelled | Approver or Preparer |
| CTO APPROVED | CTO Approved | CTO Approver |
| CTO REVIEWED | CTO Reviewed | CTO Reviewer |
| DISBURSED | Email to traveler – expect reimbursement | Financial Office Only |
| MGT APPROVED | Approved by manager/designee | Organization’s Manager/Center Director or Designee |
| MGT REVIEWED | Reviewed by manager/designee | Organization’s Manager/Funds Manager or Designee |
| RETURN | Document needs additional information | Approver/Reviewer |
| REVIEWED | Conditional | Conditional Reviewers |
| SIGNED | Document ready to be routed | Preparer or Traveler |

5. Enter the Signature PIN in the **Signature PIN** field.
6. Add “**Approved**” in the **Remarks** area, along with any notes on any changes that were made during the review of the document.
7. If NO adjustments have been made to the document, click the **Stamp Without Adj** check box to place a ‘√’ in the box. If adjustments were made to the document, leave the box unchecked.

NOTE

*If the **Stamp Without Adj** box is not checked when the document is stamped, adjustments are assumed, regardless if any changes have been made.*

*If the **Stamp Without Adj** box is checked when the document is stamped and adjustments were made, all changes will be erased.*

- Click the **Stamp and Route** button under the **Document Status** area on the right side of the page. The **Pre-Audit Results** page will be displayed.

The screenshot displays the 'Pre-Audit Results for 24-BC051302CT' page. On the left, a sidebar shows the user 'C1 TRAVELER2'. The main content area includes a 'Quick Tip' about the magnifying glass icon, document details (Name: 24-BC051302CT, Type: Voucher, Traveler: TRAVELER2, C1, Status: PASS), and a table of audit results. The table has three columns: 'Audit Process', 'Status', and 'Comments'. All 28 audit items listed have a 'PASS' status. In the top right corner, there are two buttons: 'Continue' (labeled 'Stamping the Document') and 'Cancel' (labeled 'Pre-Audit Results').

| Audit Process | Status | Comments |
|-----------------------|--------|----------|
| ACCT CODES AUTHORIZED | PASS | |
| ACTUAL MULTIPLIER | PASS | |
| ACTUALS EXIST | PASS | |
| APPLIED ADVANCE | PASS | |
| APPROVAL BY TRAVELR1 | PASS | |
| APPROVED BY TRAVELR2 | PASS | |
| APPROVED BY TRAVELR3 | PASS | |
| AUTHORIZATION EXIST | PASS | |
| CONFERENCE ALLOWANCE | PASS | |
| COST COMPARISON | PASS | |
| COST LESS COM. CARR | PASS | |
| DAILY EXPENSE THRESH | PASS | |
| DFLT PMT METHOD USED | PASS | |
| EXP CAT % VARIANCE | PASS | |
| EXP CATEGORY USED | PASS | |
| EXP CATEGORY USED1 | PASS | |
| EXP CATEGORY USED2 | PASS | |
| EXPENSE CATEGORIES | PASS | |
| LAUNDRY/DRY CLEANING | PASS | |
| LEAVE AUTHORIZED | PASS | |
| LEAVE EXISTS | PASS | |
| MILITARY PERSONNEL | PASS | |
| OTHER EXPENSES | PASS | |
| OVERRIDE | PASS | |
| PER DIEM LOC AUTH | PASS | |
| PERSONAL INFO - KEY | PASS | |
| PMT METH AUTHORIZED | PASS | |
| TRAVEL DATE OVERLAP | PASS | |

- Review the Pre-Audits. If any audit fails, the word 'FAIL' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A 'FAIL' may actually be a warning to draw attention to a particular process to ensure the approver has checked the audit.

10. Click the  **Stamping the Document** button in the ‘For this Document you can:’ area in the top right. The document is complete and has been routed.

NOTE

Click on the  button, in the ‘For this Document you can:’ area in the top right, if changes are necessary prior to signing. The document will not be signed and will not route to the next Approver. The document will remain in the Approver’s queue.

11. If more documents reside in the queue for the Approver, click on the **Review Documents** link, on the Document Processing Toolbar on the left side of the page, and repeat the above steps.